



**DEVELOPMENT GUIDE AMENDMENT**  
**CITY OF REDMOND**  
**SPECIFIC APPLICATION REQUIREMENTS FOR:**  
**TEXT OR ZONING MAP AMENDMENT THAT REQUIRES A**  
**COMPREHENSIVE PLAN AMENDMENT**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? \_\_\_\_\_ What was the file # of the pre-app?  
\_\_\_\_\_

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June, 2006**.

The Growth Management Act provides that comprehensive plan amendments can occur no more than once a year with limited exceptions. For any given year, a due date is assigned for receiving applications. Applications received after the due date will be added to the comprehensive plan amendment docket and considered for the following year's amendments. **Please contact the Development Services Center at 425-556-2494 to determine the applicable due date for your application.** The Development Services Center is located in the Second Floor of City Hall, 15670 NE 85th Street, Redmond. The mailing address is City of Redmond Development Services Center, Mail Stop: 2SPL, PO Box 97010, Redmond, Washington 98073-9710. Applications cannot be mailed or sent by messenger to the Development Services Center.

**Requirements for All Applications**

The applicant shall check each blank below to confirm the item is included or addressed in the application.

- \_\_\_ 1. Completed General Application Form and Project Contact Form.
- \_\_\_ 2. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- \_\_\_ 3. A SEPA Application form, together with ten (10) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions. If the proposal is a non-project action, Part D of the SEPA Checklist (the Supplemental Sheet For Nonproject Actions) shall be completed and included with the application. If a Final Environmental Impact Statement (FEIS) has been completed for the proposal, a SEPA Checklist is not required.
- \_\_\_ 4. A completed SEPA/CAO Fee Worksheet
- \_\_\_ 5. A completed and signed copy of this form.

### **Text or Chart Amendments**

If the proposal includes comprehensive plan text, chart, or map amendments other than the Land Use Plan Map, the application shall include the following additional information:

- \_\_\_ 1. The proposed amendments exactly as proposed.
- \_\_\_ 2. A written explanation of how the proposed amendments meet the comprehensive plan amendment criteria in Redmond Comprehensive Plan Policy LU-142. These criteria are included on pages 3 and 4 of this form.
- \_\_\_ 3. If the amendments are site specific, the self-adhesive mailing labels listed in number 4 under “Comprehensive Land Use Plan Map Amendments” are also required. City staff can tell you if an amendment is site specific.

### **Comprehensive Land Use Plan Map Amendments**

If the proposal includes amendments to the Comprehensive Land Use Plan Map, the application shall include the following additional information:

- \_\_\_ 1. A vicinity map showing the location of the proposed Comprehensive Land Use Plan Map amendment. The map shall be on 8 ½”x 11” paper.
- \_\_\_ 2. The street address or common description, legal description, and King County Parcel Number(s) of the property within the boundaries of the proposed amendment.
- \_\_\_ 3. Ten (10) copies of a map of the property included within the boundaries of the proposed amendment and adjacent streets and parcels with the following information:
  - \_\_\_A. The amendment boundary lines and all existing lots, tracts, streets, highways, and easements.
  - \_\_\_B. The general location and size of water, sewer, and stormwater pipes and facilities.
  - \_\_\_C. The map shall be no larger than 11 inches by 17 inches and the scale shall be between 1 inch equals 100 feet and 1 inch equals 800 feet.
- \_\_\_ 4. The signatures of property owners comprising 75% of the owners of the property within the boundary of the proposed amendment. Additional signature pages may be added to the General Application Form or additional copies of the form may be used.
- \_\_\_ 5. A written explanation of why the proposed amendment meets the comprehensive plan amendment criteria in Redmond Comprehensive Plan Policy LU-142. The criteria are included on pages 3 and 4 of this form.
- \_\_\_ 6. **Zoning Map Amendment Criteria.** All Comprehensive Land Use Plan Map amendments shall also be accompanied by concurrent zoning map amendments. The proposed zones shall be identified and a written description of how the zoning map amendment complies with the following Zoning Map Amendment criteria shall be included in the application:
  - \_\_\_A. The amendment complies with the Comprehensive Plan Land Use Map, policies, and provisions;

- \_\_\_B. The amendment bears a substantial relation to the public health and safety;
- \_\_\_C. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district;
- \_\_\_D. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district;
- \_\_\_E. The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;
- \_\_\_F. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
- \_\_\_G. The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated taking into account all applicable regulations or the unmitigated impacts are acceptable; and
- \_\_\_H. The amendment complies with all other applicable criteria and standards in the Redmond Community Development Guide.
- \_\_\_I. In addition, the application shall include a written description (i) comparing the proposed zoning to adjacent zones, (ii) comparing the proposed zoning to adjacent land uses, (iii) describing the existing uses and development on the site, and (iv) describing the topography of the site and nearby properties in relation to existing and proposed zoning boundaries. A conceptual drawing of the proposed development may be required.

### **Comprehensive Plan Amendment Criteria**

Your application must address its compliance with comprehensive plan amendment criteria. Redmond Comprehensive Plan Policy LU-142 sets out the following comprehensive plan amendment criteria:

- \_\_\_A. Consistency with the Growth Management Act (GMA), the State of Washington Department of Community, Trade and Economic Development Procedural Criteria, and the King County Countywide Planning Policies (CPPs);
- \_\_\_B. Consistency with the Comprehensive Plan policies and the designation criteria;
- \_\_\_C. The capability of the land including the prevalence of sensitive areas;
- \_\_\_D. Consistency with the preferred growth and development pattern in Section B of the Land Use Chapter of the Comprehensive Plan;
- \_\_\_E. The capacity of public facilities and whether public facilities and services can be provided cost-effectively at the intensity allowed by the designation;
- \_\_\_F. Whether the allowed uses are compatible with nearby uses;
- \_\_\_G. If the purpose of the amendment is to change the allowed uses in an area, the need for the land uses that would be allowed by the Comprehensive Plan amendment and whether the amendment would result in the loss of the capacity to meet other needed land uses,

especially whether the proposed amendment complies with the policy on no-net loss of housing capacity; and

- \_\_\_H. For issues that have been considered within the last four annual updates or comprehensive land use plan amendments, whether there has been a change in circumstances that makes the proposed plan designation or policy change appropriate or whether the amendment is needed to remedy a mistake.

Additional information or a SEPA environmental impact statement (EIS) may be required by the Technical Committee. The applicant will be notified in writing if additional information is needed.

**Please Note:** In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee and Design Review Board. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

**Public Notice Requirements:** The applicant is required to place signs on the affected property describing any proposed Comprehensive Land Use Plan Map amendments and certain other comprehensive plan amendments at least fourteen days before the Planning Commission public hearing. The sign requirements are in Redmond Community Development Guide § 20F.20.70(3)(c). The Department of Planning and Community Development must approve the sign design and copy before the applicant has the signs painted and installed.

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Applicant or Representative

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Date

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